Instructions for Accessing the
North Dakota Department of Public Instruction
North Dakota Annual Accreditation Assurances Report

The Assurances Report is due by October 1, 2015, and is submitted in AdvancED ASSIST.

There are 3 parts to this process. You must do all steps 1-11.
- *Complete the Assurances - Steps 1-8*
- *Attach the Assurances to the report – Steps 9 – 10*
- *Submit the Report - Step 11*

1. Log in to ASSIST at www.advanc-ed.org
   a. If you have not created your profile in ASSIST, on the login screen click Create New Account. You will need your school access code to link your profile to your school and can get that by contacting our office at 888-413-3669 Ext. 5754.

2. Once you are logged in, click on ASSIST

3. On the search screen, put your school name in the Institution box and hit search (there is no need to fill in all the fields).

4. Click on your school name and it will open your school record.

5. Go to the Assurances Tab. Click on Start an Assurance and you will see a drop down menu. Select North Dakota Annual Accreditation Assurances. In the Description box, you can enter a title. We suggest you use the submission year (2015-2016) as the title.

6. The Assurance will open and there are 10 items.

7. Assurances are certifications. If you answer yes, you do not need to provide any other information. If you answer no, you will need to provide a brief explanation (or you can upload a document).

8. Once you have completed all 10 Assurances, it will take you back to the overview screen where you will find a Complete button. Click on complete and it will close the Assurance Report.

9. Go back to the Portfolio tab and click on the North Dakota DPI Annual Accreditation Report.

10. In the report after the template name, under the Components column, you will see a small blue box. Click on the box and it will show you the completed Assurances. Select the Assurance completed in 2015-2016 as you may see more than one on the screen. Click the box in front of the Assurance name and save. This will attach the Assurance to the report. If the Assurance is completed, you will see a green check in the Complete column.

11. **Click the submit button and your report will be complete. Check that the report folder indicates submitted.** If the text indicates the report is In Progress, you have missed a step.

If you need technical assistance logging into ASSIST or accessing the Assurance or Report, please contact the North Dakota AdvancED Office at 888-413-3669 Ext. 5754. If you have questions regarding the Assurances Report content, contact the NDDPI Teacher and School Effectiveness Unit at 701-328-2295.